A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

F=FFY Maint

The **F**=FFY Maintenance function is used to access the FFY Maintenance screen. To access the screen, key a **F** in the Function field of the Index Entry or List screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

G=Generate FFY

The **G**enerate function copies Index Code records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY Maintenance screen.

To initiate the **G**enerate function from the FFY Maintenance screen, key a **G** in the F action column on the Index Code line. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the example below.

Key the existing FFY: (Year 1) in the FFY field	To **G**enerate records for: (Year 2)
2007	2008
2008	2009
2009	2010

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **G**enerate function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **G**enerate function a second time may be quicker than manually adding new Year 1 records to Year 2 records after Year 1 records were generated. The **G**enerate function does not update or replace records previously **A**dded or **G**enerated, so records are not duplicated.

If an attempt is made to **G**enerate records that have already been **A**dded, an error message is displayed on the Index Code (IC) Table Activity Report for each existing record. However, error messages are not issued when an attempt is made to **G**enerate previously generated records. If the **G**=Generate function is keyed more than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

Successful **G**enerate transactions update the IC File during the CALSTARS nightly process. **G**enerate transactions that do not pass all edits are not added to the IC Table; they are displayed on that day's activity report with their corresponding error messages.

N=Next

From The Entry Screen:

Next performs the same as the **A**dd function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **N**ext function is not available on the List screen.

P=Print Table

The **P**rint Table function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the Index Code (IC) Table Listing Report and/or printing the report. If a FFY is displayed on the pop-up screen when a report is requested, only records for the specified FFY are selected. If the FFY field is blank, the underline Index Code Table (all FFYs) is selected. An example of the CSB920-2 report is displayed in Exhibit IV-IC-3.

From The Entry Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

From The List Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request all records within the Index Code Table, delete the FFY from the FFY field on the pop-up screen.

From The FFY Maintenance Screen:

Key a **P** in the F action column, the FFY if desired, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen is shown below.

```
                        Print/Report File Selection
                          Index Code (IC) Table


   ____  Enter FFY or leave blank for entire table

     _  Enter Destination:
        F=Report File only
           Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
        P=Printer Output and Report File
           Printer ID : CTP2     Report Class: Z     Report ID: ITBL
           Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
        O=Report Output after Overnight Processing
           Printer ID : CTP2     Report Class: A     Report ID: TBLE

        Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

F – Immediately generates an electronic report file of the Index Code (IC) Table Listing Report (CSI920-2)

P – Immediately generates an electronic report file of the Index Code (IC) Table Listing Report (CSI920-2) <u>and</u> ROPES the Index Code (IC) Table Listing Report (CSI920-2) to an agency printer

O – ROPES the Index Code (IC) Table Listing Report (CSB920-2), including the current day's table maintenance, to an agency printer after overnight processing is complete

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry, List or I: Table Maintenance/Inquiry).

<u>Note</u>: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete overnight IC table maintenance before it is initiated.

<u>From The Entry Screen Or The List Screen</u>:

Key an **R** in the function field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below. The FFY must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

From The FFY Maintenance Screen:

Key an **R** in the F action field, and press **Enter** to display the Recall Overnight
Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is
pressed.

An example of the pop-up screen is shown below.

```
                 Recall Overnight Maintenance/Print Request
                         Index Code (IC) Table

                    Select one or more with a 'Y':

              _ Remove the request to Delete FFY 2005
              _ Remove the request to Generate FFY 2006
              _ Remove the request to Print FFY 2007
                        *** End of Data ***




              Press Enter to remove the request(s).
         PF2                          PF7   PF8
         Retrn                        Bkwrd Frwrd
```

Key a **Y** in the field to the left of the desired maintenance or print request(s), and
press **Enter** to delete the request(s). A confirmation message is displayed at the
bottom of the screen.

U=Generate Record

From The Entry Screen:

Key a **U** in the Function field, the FFY and Index Code in their respective fields, and
press **Enter** to generate an individual record for the new FFY. A message
confirming that the record was successfully generated is displayed at the bottom of
the screen.

From The List Screen:

Key a **U** in the F action column to the left of the desired IC record(s) and press
Enter. A message confirming that the record was successfully generated is
displayed at the bottom of the screen. Use **F2** to proceed to the next selected record
or to return to the List screen.

V=View

From The Entry Screen:

Key a **V** in the Function field, the FFY and Index Code in their respective fields, and press **Enter** to **V**iew a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI920-2) <u>and</u> generates a single record report file from the Index Code Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI920-2.TBL-IC.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the FFY and Index Code in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen

From The List Screen:

Key a **W** in the F action column to the left of the desired index record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

X=Delete FFY

The **X**=Delete FFY function initiates the deletion of all IC records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.

```
            A C T I O N   C O N F I R M A T I O N

           Delete all Index Code records for 2005

             Press F4 to confirm; F2 to cancel
```

If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the Index Code Table.

A message confirming that the records were deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen.

Note: Function X cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Index Code Table screens:

F1=**Help**—The following two types of online help is available on pop-up screens:

✪ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

   NOTE: When table look-up assistance is used with the Index or Title fields, the entire record is displayed when a selection is made.

✪ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=**Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.